MRPBS Web Site Redesign Checklist Document Comments

Comment 1: This form is an opportunity to capture metadata for each file on the MRPBS web site. Dixie has made a great effort to do this on this form. However, I would suggest that we add some information gathering fields to more closely match the Agency minimum metadata set. I list these in the table below. As you can see, some of these metadata elements cannot be captured currently in Dixie's form, but I placed them in the table in order to capture all of the potential the sources.

METADATA ELEMENT	COMMENT/QUSTION
Title	Found on the form in the "Title of the document in the category listing".
Creator	Is this found in the "Your name" field on the form?
Subject	Found on the form in the "Migrate to new site under" field.
Description	Found on form in the "Page Description" field.
Keywords	Found on the form under the "Keywords Associated with Page" field.
Publisher	Is this found in the form field "Division" field?
Contributor	Perhaps could be added to form.
Publication Date	Modification date can be found in the file system.
Suspense Date (When to remove form from publication)	Perhaps could be added to form.
Suspense Type (What to do with content when suspense date reached – delete, archive, etc.)	Perhaps could be added to form.
Type	This could be derived from the file name extension e.g. file.GIF is a image type file
Format	This could be derived from the file name extension e.g. file.html maps to the MIME type text/html
Identifier	Will be assigned by the content management system upon import.
Language	Perhaps could be added to form.
Coverage (Identifies the coverage of content, to what audience(s) does this content apply?)	Perhaps could be added to form.
Replaces	Will be assigned in the content management system
Is Replaced By	Will be assigned in the content management system
Status	Will be assigned in the content management system

Audience (What Agency roles need to have access to this content?)	Perhaps could be added to form.

Comment 2: We currently have not finished developing the taxonomy for MRPBS. The estimated time frame for this effort is May 2003. Once this has been accomplished, we can map Dixie's taxonomy to the Agency taxonomy. As you can see, Dixie is capturing this under the form field "Migrate to new site under". On the redesign web site, she also has a hierarchical listing of categories. This will facilitate the migration (if any is needed) into the Agency taxonomy.

Comment 3: Overall, in the MRPBS web redesign project, Dixie is focusing on the content in the MRPBS web site. In my opinion, these activities will lead to a solid foundation for MRPBS content to be successfully migrated into the @PHIS infrastructure. With the redesign project, MRPBS will be "ahead of the game" by having all of their current content reviewed and categorized. In fact, earlier this fall, I asked if Dixie would mind if her efforts could be used as a model for web content migration efforts that other program and business units must undertake. My understanding was that she would not be opposed to using her project as a prototype for the "@PHIS Migration of Web Content Project".

Comment 4: Since the Agency web architecture still is focused on static content, there will need to be an effort to migrate any content into a format/structure that is contusive to the dynamic deployment of content (e.g. XML). This subject is one of the primary deliverables of the @PHIS Best Practices Workshop. Once this is determined, research will be done by the @PHIS Project Team to determine the best way of accomplishing this.